

Indiana State Historic Records Advisory Board
Archival Assessment and Digitization Grants
SHRAB.IN.gov

- Purpose -

The Indiana State Historic Records Advisory Board (SHRAB) has developed archival assessment and digitization grants to provide a means for local entities to identify, protect, and digitize specific types of records that may currently be in jeopardy. The digitization of these documents will allow citizens and interested parties greater access to these records through preservation and online availability.

- About the Program -

The Indiana State Historic Records Advisory Board (SHRAB) is accepting applications for grants of up to \$5,000, each requiring a local match in cash or in kind of equal amount. These grants will be available to units of local government and not-for-profit organizations in the State of Indiana. Priority will be given to local units of government whose records may currently be in jeopardy. The SHRAB hopes to ensure the preservation and digitization of these county and local governmental records.

Applicants must demonstrate that the entity will provide at least 50 percent of the funding for the project, while the SHRAB will provide up to \$5,000. Applicant funds may come from any number of places, including institutional revenue, gifts, other non-federal grants, and may be in cash or in kind. All related monies must be expended by January 1, 2016. At the conclusion of the project, a written report must be created by the grantee; a copy will be submitted to the SHRAB.

- Eligibility -

To be eligible for a grant, an entity must be a local governmental unit or not-for-profit organization in the State of Indiana with tax-exempt status; a copy of the non-profit IRS classification must be included, if applicable. Only one application may be submitted by each entity. Applicants must:

- care for, and have custody of the collections in question;
- ensure the entity conducting the assessment or digitization is chartered in, or has its principle place of business in Indiana;
- if applicable, comply with the provided Digital Imaging Standards and Best Practices;
- if applicable, submit a copy of the digitized records, in their entirety, with accompanying index, to the Indiana SHRAB for publication at DigitalArchives.IN.gov;
- submit a financial report and written project report at the end of the project;
- report any changes or alterations to the project to the Indiana SHRAB prior to their having an effect on the project itself; and
- comply with State and federal guidelines and non-discriminatory statutes, including those in the Grant Terms and Conditions.

- Restrictions -

Grants will not be awarded for any of (including but not limited to) the following: operating expenses, scholarships, political advocacy, property or major equipment purchases, construction or renovation, social services, or religious practices.

- Application and Submission Information -

Applications must contain a narrative, a budget, and an appendix for the project. The budget and application must be submitted using State forms 54237 and 54223, respectively.

- Narrative -

The narrative is used to explain the project. This should include information about:

- the mission of the entity applying;
- the importance of this project to the entity;
- the institutional goal in carrying out the project; and
- the work plan and timeframe for the project.

For digitization projects, please also include:

- qualifications and/or training needs of the individual(s) digitizing the materials;
- the collection you plan to digitize and its current condition; and
- a detailed overview of the indexing/metadata plan for the materials to be digitized.

For archival assessment projects, please also include:

- what collections of materials are believed to be at risk;
- a brief summary of current conditions you are seeking to have assessed; and
- a summary of resources available to rectify issues identified in the assessment report.

- Budget -

The budget must illustrate the matching funds (cost sharing) and the SHRAB grant funds using State Form 54237, <https://forms.in.gov/Download.aspx?id=7994>

- Appendix -

Include résumés of the staff and consultants involved in the project.

- Submission -

Grant applications must be completed using State Form 54223 and received by email or postmarked by **Monday, December 7, 2015**. The application is available at <https://forms.in.gov/Download.aspx?id=7944>.

OMB Circular A-133 Compliance

CFDA Number: 89.003

CFDA Description: National Historical Publications and Records Grants

Agency Name: National Archives and Records Administration

Percentage of Federal Funds: 100

Please send all grant applications to:

SHRAB Hoosier History Grants
Indiana Archives and Records Administration
402 W. Washington St., Room W-472
Indianapolis, IN 46204

Or electronically to:

shrab@iara.IN.gov